

North Lane (Aldershot) Management Company Ltd

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Annual General Meeting

7.00pm on Tuesday 15 December 2020

Held via Zoom

Minutes

Welcome & Introduction

Prof Adam LeGresley (Chair) opened the Annual General Meeting (AGM) by introducing and welcoming the attendees to the Zoom AGM.

Attendees:

Prof A LeGresley, Director
Dr J Koenigsberger, Director
Miss S McCaul, Director
Ms K Houghton, IYP
Ms C Minchin, IYP

In addition, there were 8 Members who joined and participated in the AGM.

Guest Attendee:

Cllr K Dibble

Apologies Received:

None

Proxies Received:

Mr G Norton, Member
Mr & Mrs Allen, Member

Notice convening the Meeting

John Koenigsberger advised the first formal proceeding of the AGM was to approve the Notice convening the Meeting.

The Notice convening the Meeting was approved.

Directors' Report

John reported that 2020 has been a difficult year for everyone due to COVID-19 and apologised for the delay in holding the AGM. John stated that the Government had extended the period for holding an AGM. Holding the AGM via Zoom was an experiment to see if in future, such meetings could be held this way. Any comments are welcome during the AGM or following.

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Since the last AGM, NLAMCL have made some positive steps forward despite the current circumstances we are all challenged with, which include the replacement of the internal communal carpets within the Leasehold properties (Badger Way, Woodland Walk, Fox Court and Squirrel Court) using prior year reserve funds to pay for these costs in full.

Following the last AGM, the Directors met and sought advice from two independent Chartered Surveyors in respect of the externals of the Leasehold properties. We looked at the options of treating, cleaning or re-painting the externals as they are all now c.15 years old with some having more staining due to the prevailing weather conditions. Following advice given by both Chartered Surveyors it was determined due to the significant costs in 6 figures and the reserve position, not to take any action at this stage. This was not an easy decision as at build time, the render was the type that should have required no maintenance; however by introducing either a clean/treatment or re-painting this would then require a repeat every 3-5 years, the process and costs to be borne by all leaseholders.

The small woodland area opposite the ball court has been opened up and positive comments have been received by NLAMCL/IYP following as a great improvement to the estate. John advised that, earlier this year, Cllr Frank Rust sadly died as a result of COVID-19. In this woodland area, Cllr Keith Dibble and RBC kindly donated two benches for the enjoyment of all residents and local community in dedication and memory to Frank. NLAMCL and IYP wish to thank Cllr Keith Dibble and send their continued thoughts and condolences to Cllr Rust's wife and family as he will be greatly missed.

Service Charge Accounts

Kate Houghton of IYP took the attendees of the AGM through a high level summary of the Service Charge Accounts for the Management Company for the financial year ended 31 December 2019.

Both Kate and Paul Adams of Branston Adams (who prepared and presented to the Directors to Service Charge Accounts) would be happy to answer any questions in respect of the accounts being presented, following the AGM. The Accounts are posted on the dedicated website <http://northlanealdershotmcl.co.uk> and are available for download. These have previously been issued by post. However if you are unable to locate your copy, please contact IYP by either telephone 0330 660 0699 or email enquiries@itsyourplace.co.uk

Kate advised that there were for the purposes of Service Charge Accounting two elements: for the 'Estate'; and for Leasehold properties. Each member (356) makes the same contribution to the 'Estate' charge. Each Leasehold property also has to make a separate payment for 'Leasehold' costs and Ground Rent.

Income & Expenditure 1 January 2019 to 31 December 2019

– Service Charges, Ground Rent and Interest	£189,446
– Service Charge Expenditure	£151,683
– Contribution to Reserves	£ 38,300
– Net expenditure over income	£ 537
(to Reserves excl. Other Income)*	

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– Reserve Expenditure (Woodland, Play Area)*	£ 14,142
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Reserves

– Opening Reserves as at 1 January 2019	£222,994
– Closing Reserves as at 31 December 2019	£246,614

(Private Flats £185,416, Flats over Garage £11,480, Estate £49,718)

* Variances to Budget

- Estate additional Grounds Maintenance (Woodland Preservation)
- Flats change of Communal Cleaning Contract

Prior to the AGM a question was raised in respect of members of NLAMCL who are in debt. Kate advised that the level of debt is currently around 4%, which is considered to be good. Kate advised that a due process is followed for debtors and following reminders for payment being ignored, that Herrington Carmichael LLP are instructed to seek full recovery.

In respect of the Reserve Funds, Kate advised that each Reserve Fund is ring fenced and therefore as an example the Leasehold properties cannot borrow from the Estate for any repairs or maintenance. John advised that is a role of the Directors to carefully manage and monitor monies for NLAMCL in order that costs are contained at an acceptable level.

Appointment or Reappointment of Directors

In accordance with the Memorandum & Articles of Association of the Management Company, the following Directors were appointed, retired by rotation and offered themselves for re-election:

John advised that Mrs Cook has always played an active and interested party in NLAMCL and therefore the Board were delighted to have received her intention to stand as a Director of NLAMCL.

To Appoint:

- Mrs L Cook

Proposer: Prof A LeGresley

Seconder: Miss S McCaul

Re-appoint:

- Mr S Daniel
- Mr S Smalley

Proposer: Ms S Davey

Seconder: Mr A Peters

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The Board of Directors for the Management Company also comprises the following members:

- Prof A Le Gresley
- Dr J Koenigsberger
- Miss S McCaul

Appointment of Accountants

As a reminder IYP on a day to day basis manage the transactional financial matters for the management company. As NLAMCL is a limited company, at the end of every financial year, they employ a Chartered Accountant (Branston Adams) to verify the transactions and financial state on an independent basis.

Branston Adams are appointed to act totally independently to validate and test the expenses of the management company and verify the expenditure and to present these to NLAMCL.

The re-appointment of Branston Adams:

Proposer: Mrs L Cook

Seconder: Ms S McCaul & Prof A LeGresley

Any Other Business

Mr Tillekeratne raised in advance of the AGM the cleaning or redecoration of the externals for the Leasehold properties which John advised was covered earlier. No further questions raised on this matter.

The damage to railings on Deadbrook Lane following tree falling due to storm is being quoted and replaced, however due to COVID-19 the contractors have been slow on this minor repair. In addition, in this area there is re-planting of hedging scheduled with Nurture in the new year.

A number of trees have died and are they being replaced? John advised that there is a schedule for replacing trees, however this is at the discretion of the Directors and on the advice of the gardeners, taking into consideration aesthetic and ecological issues.

Mrs Davey expressed her gratitude to Nurture who are doing a great job in maintaining the grounds under NLAMCL, however said in some areas it was patchy however this is something IYP are able to discuss with her and liaise with Nurture accordingly. John advised that there has been positive feedback on the landscaping by many residents and it was notable that the costs of the service are less than they were 5 years ago as a result of changing contractors.

Mr Mannu asked about a message board for messaging in addition Mrs Shrimpton asked if more communication could be issued via the FB pages that have been set up.

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Both John and Adam advised that to avoid the inevitable opportunities for miscommunication and misunderstanding, IYP should always be used as the single source for information and members should be encouraged to contact them with any questions or queries.

In addition, there is a dedicated website, <http://northlanealdershotmcl.co.uk/> Included within this website is useful information about insurances held for Leasehold properties to copies of Service Charge Accounts together with a Frequently Asked Question section which the Directors have compiled. Also, only NLAMCL members are invited to attend any formal meetings unless proxy received. Membership includes absentee property owners and excludes resident private tenants. Displaying sensitive information and questions on pages such as FB would therefore not be appropriate.

Following discussion, it was agreed and recognised by all that FB should not be a formal communication method for NLAMCL.

Ms Hyman thanked the Directors of NLAMCL for their dedication and hard work which is a voluntary role and outside of their working hours/commitments. In addition, Ms Hyman wished everyone a Happy Christmas and best wishes for 2021.

The AGM closed at 7.40pm

North Lane (Aldershot) Management Company Ltd and IYP would like to thank Local Councillors Keith Dibble and Gaynor Austin for their continued support and for all their lobbying that is carried out on behalf of the NLAMCL.

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